

# Leon County Stakeholder Garden Application



## Leon County's Stakeholder Garden Program

This application package is for organizations seeking support for gardens operated on non-County property for civic purposes.

## Overview, Eligibility and Appropriate Sites

Stakeholder gardens include gardens at schools, places of worship, and gardens associated with not-for-profit organizations including food banks and homeless shelters, neighborhood associations, or other non-commercial institutions and entities. Such gardens, whose purposes are for civic improvement including education, growing fresh produces to relieve hunger, or neighborhood revitalization, are eligible to apply for County support. The garden must be within Leon County. Gardens located outside of Tallahassee's city limits must be operated in compliance with Section 10-6.816 of the Code of Laws of Leon County, governing the establishment and operation of community gardens. Recipients of garden grants shall agree to post a sign to be supplied by Leon County.

## Instructions and Application Checklist

The County's role is to provide limited support by way of grants and/or in-kind services to support eligible stakeholder gardens. Applicants need to fill in requested information on this package. The package will be reviewed by County staff for compliance with Leon County's Community Garden Policy.

### CHECKLIST

The following materials must be returned in the application package:

- ☐ Item 1. Basic application information
- ☐ Item 2. Description of sponsoring organization
- ☐ Item 3. Description of garden
- ☐ Item 4. Description of garden's purpose
- ☐ Item 5. Listing of support (in-kind and financial) from other funding sources
- ☐ Item 6. Statement of need and areas for which County support is sought
- ☐ Item 7. Letter of support from property owner
- ☐ Item 8. Sketch of proposed garden

Once application package is complete, send to:

Kathryn Ziewitz, Leon County Sustainability Coordinator

**e-mail:** [ZiewitzK@LeonCountyFL.gov](mailto:ZiewitzK@LeonCountyFL.gov)

**Fax:** 850.606.5301

**Street mail:** Office of Resource Stewardship

Suite 502

301 S. Monroe St.

Tallahassee, FL 32301

If you have questions about the preparation of your application, please contact: Kathryn Ziewitz, Sustainability Coordinator and community garden program administrator. E-mail: [ZiewitzK@LeonCountyFL.gov](mailto:ZiewitzK@LeonCountyFL.gov), Leon County, telephone at 606-5383.

*Thank you for your application. You will be contacted upon receipt of all materials.*

**ITEM 1. BASIC APPLICATION INFORMATION**

1. Application Date:

2. Name of sponsoring organization:

3. Address of garden site:

4. Name of garden:

5. Contact information for person managing garden:

- Name:
- Title/Role in organization:
- Address:
- Phone number(s):
- email:

**ITEM 2. DESCRIPTION OF SPONSORING ORGANIZATION**

1. Who is the owner of the property on which the garden is proposed? (Note: a letter of support from the property owner must be submitted with the application.)

2. In the space below, or in an attached letter, please describe the organization that is sponsoring the garden.

**ITEM 3. DESCRIPTION OF GARDEN**

Next, describe the location, size, and other chief features of the garden, existing or proposed.

**ITEM 4. DESCRIPTION OF GARDEN'S PURPOSE**

What is the purpose of the existing or proposed garden and how does it serve the citizens of Leon County (for example, benefits may include education, hunger relief, neighborhood revitalization)?

**ITEM 5. LISTING OF SUPPORT (in-kind and financial) FROM OTHER FUNDING SOURCES**

Describe the support (in-kind and financial) you are receiving or expect to receive from other funding sources.

**ITEM 6. STATEMENT OF NEED AND AREAS FOR WHICH COUNTY SUPPORT IS SOUGHT**

The County may support stakeholder gardens whose applications are approved by the County Administrator or his designee with the following support:

1. Material Support:

- Soil amendments (coarse and fine mulch), available from Solid Waste
- Up to two rain barrels and two compost bins, available from Solid Waste/Recycling

2. Grant Funds:

Stakeholder garden groups may apply for a grant up to \$1,000, contingent upon the availability of funds. (NOTE: Grantees will need to fill out a Leon County New Vendor form and a federal W-9 form from the IRS in order to receive a check.) The following are allowable expenditures from stakeholder garden grant funds:

- Enhancement of water supply
- Fencing
- Purchase of lumber and materials for construction of garden beds (green, pressure-treated wood, concrete blocks, or other non-toxic materials)
- Purchase of topsoil or mushroom compost
- Purchase of seeds
- Purchase of garden tools, gloves, scales, or other non-mechanical equipment

3. Technical Support

Additionally, the County may assist stakeholder gardens upon request by arranging for a site visit from the Cooperative Extension service.

What type of support are you seeking from the County for your garden? Please describe the needs and explain why you are seeking County support. Be specific about what your requests are for each area of support.

**ITEM 7. LETTER OF SUPPORT FROM PROPERTY OWNER**

Attach a brief letter of support from the property owner.

**ITEM 8. SKETCH OF GARDEN**

Attach a sketch of the garden, indicating location relative to streets, roads, and buildings.